

MARSHAL OF THE PARLIAMENT

JOB TITLE: MARSHAL OF THE PARLIAMENT

POSITION SUMMARY:

Leads and manages the strategic operations of the Office of the Marshal and develops and maintains standards for the effective functioning of the Parliament and Office of the Parliament to ensure optimal benefit to the Presiding Officers, Members of Parliament, staff and the general public. The incumbent presides over the critical functions of: strategic parliamentary operations, security management, protocol management, facilities management, health and safety management, constituency operations management and general parliamentary services.

REPORTS TO:

Clerk of the House

SUPERVISION GIVEN TO:

Deputy/Assistant Marshal of the Parliament/Houses; Inspector of Parliamentary Police Unit; Facilities Manager; Health and Safety Co-ordinator; Manager Constituency Operations; Manager Food and Beverage Services.

KEY DUTIES AND RESPONSIBILITIES:

Strategic Parliamentary Operations

- Develops departmental plans and implements procedures for improving productivity and service delivery;
- Develops strategies for the effective and sustainable management of the various Units under the Office of the Marshal;
- Manages the fiscal requirements of the Office of the Marshal and prepares annual estimates;
- Manages the department's assets control, registration and stocktaking;
- Coordinates and consults with foreign Parliaments to enable continued operational excellence and adoption of best practice;
- Advises on the proper handling, maintenance/storage of classified information and documents;
- Evaluates the job performance of subordinate team leads;
- Performs related duties as may be required and as directed by the Presiding Officers of Parliament and the Clerk of the House.

Security Management

- Formulates security policies, plans, procedures and standards for the Parliament and ensures implementation;
- Manages the preservation of law, order and security in the Chamber and within the precincts of Parliament;
- Provides security advice to Presiding Officers, Members of Parliament and staff of the Parliament and constituency offices;

- Manages a team of officers engaged in security duties for the Parliament;
- Coordinates and consults with local and foreign security agencies on issues relating to security in the Parliament;
- Plans, reviews and implements security operational readiness at the Parliament.

Protocol Management

- Performs protocol duties as it relates to Presiding Officers and visiting Presiding Officers/parliamentary dignitaries;
- Accompanies office holders on official travel engagements, locally and internationally;
- Performs ceremonial duties related to the House sittings and Presiding Officers' functions, including Opening of Parliament and Presiding Officers Procession;
- Assigns/allocates seats to members in the Chamber and meeting rooms, as determined by the President/Speaker;
- Liaises with stakeholders regionally, locally and internationally on Parliamentary Affairs;
- Ensures effective planning and management of ceremonies related to sittings of Parliament;
- Attends sittings/meetings of Parliament and announces the Presiding Officers;
- Ensures the proper safekeeping of the Mace and management of the Chamber;
- Provides a range of services to Members of Parliament;
- Works closely with party whips to ensure effective parliamentary function;
- Plans and provides advice to Presiding Officers relating to ceremonial events outside the House.

Facilities Management

- Responsible for all aspects of facilities of the Parliament Building and its precincts;
- Manages office accommodation and facilities in the Parliament;
- Manages the space allocation for effective parliamentary function;
- Responsible for the Chamber and Committee and Meeting rooms; manages access to these and other public areas of the Houses;
- Ensures effective oversight of renovation projects and compliance with the organization's requirements;
- Liaises with responsible Ministries/Departments to ensure that Parliament's facilities meet Government's laws/regulations/standards in respect of environmental health and security matters;
- Ensures that cleaning and maintenance works are performed efficiently and within the budgeted allocation;
- In consultation with the Clerk of the House determines the allocation of accommodation throughout the building and its precincts, including the reservation of Committee, Conference/Interview rooms and parking facilities.

Health and Safety Management

- Ensures compliance with the Occupational Safety and Health Act (OSHA);
- Provides a safe and secure environment for Parliament and Office of the Parliament;
- Investigates safety breaches;
- Ensures effective implementation of emergency response plans;

- Develops health and safety management systems.

Constituency Operations Management

- Ensures the provision/acquisition, outfitting and maintenance of suitable constituency offices, sub-offices and facilities for use of Members of Parliament;
- Ensures the proper management of constituency offices and sub-offices in accordance with procedural guidelines and policies;
- Liaises with the General Administration Unit to provide optimal support to Members of Parliament and their staff;
- Oversees the development and maintenance of a constituency management database.

General Parliamentary Services

- Manages chamber support, mail and freight services for Members and staff;
- Manages the maintenance and courier service functions of the Office of the Parliament;
- Ensures effective fleet management and coordination services;
- Co-ordinates vehicle transport to and from Parliament for official guests and Parliamentary staff;
- Ensures the effective management of dining room services, planning and preparatory functions within the Parliament.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES EXPERIENCE AND TRAINING:

Extensive knowledge of protocol as it relates to Parliament and diplomacy.

Knowledge of the Standing Orders of Parliament, especially as they relate to sittings/meetings and the preservation of order in and within the precincts of the Parliament.

Extensive knowledge of security methods, procedures, techniques and practices.

Extensive knowledge of facilities and health and safety management.

Knowledge of the Laws of Trinidad and Tobago.

Knowledge of Project Management.

Extensive leadership, planning and managerial skills.

Ability to direct and lead teams for optimal performance.

Ability to use the computer for research, project planning and management.

Ability to maintain a high standard of discipline and to command respect.

Ability to react quickly and calmly in emergencies.

Ability to deal firmly but tactfully, with Members of Parliament and the public.

Ability to establish and maintain effective working relations with other colleagues.

Ability to express ideas clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATION AND EXPERIENCE

Training as evidenced by a BSc Degree in the Social Sciences.

A Master's Degree and/or other relevant post graduate qualification will be an asset.

Considerable experience in management and leadership.

Considerable experience in protocol.